Defense Commercial Activities Management Information System (DCAMIS) – Army (Walk-through)

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DCAMIS Training Objective

- Provide an overview of the DCAMIS system used to maintain & report Office of Management & Budget Circular (OMBC) A-76 competition data.
  - Responsibilities & Roles
  - DCAMIS Web Site Basics
  - A-76 Record Reporting Formats
  - A-76 Reports
- Demonstrate new DCAMIS release

Responsibilities & Roles

- **ACSIM Competitive Sourcing Division (CSD) Responsibilities**
  - Manages the Army Commercial Activities portion of DCAMIS
  - Creates initial DCAMIS competition record
  - Loads Final Decision Report (FDR) information into DCAMIS
  - Monitors Army DCAMIS data used to prepare Report to Congress
  - Provides User DCAMIS Assistance

Responsibilities & Roles (cont)

MACOM, DRU, FOA, HSSA, Garrison, Installation Responsibilities

- **UPDATE**
  - Installation user inputs data as events occur
  - Ensures accuracy – builds record data from source documentation
  - SAVE source documentation in the record's document section

- **VALIDATE**
  - User validates recorded data with appropriate written documentation
  - Validates the updated record section data within 10 working days
  - Records date, time, & name at "V" icon, top-right of section box

- **REVIEW**
  - Indicates concurrence that the data is correct, reasonable, & compliant with DoD policy
  - If update occurs after validation & review, both are required again
  - Records date, time, & name at "R" icon, top-right of section box

Responsibilities & Roles (cont)

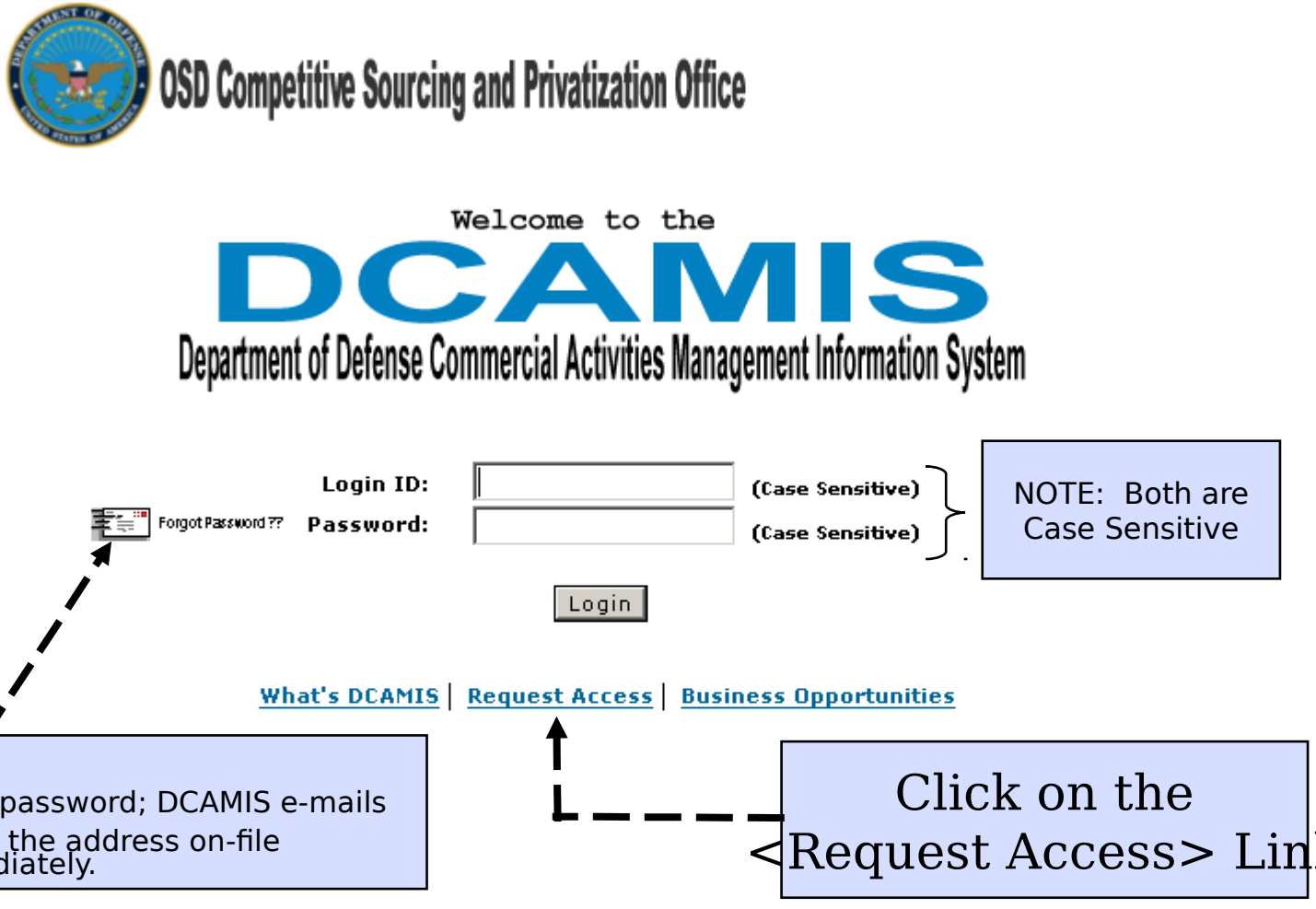
DCAMIS Scope of Access & System User Roles

- **Scope of Access** – Organizational Hierarchy
- **User Permissions**
  - Staff – "Read" only
  - Manager – Input data
  - System Admin – Input or Edit data
- **Initiative Coordinator**
  - POC at installation
  - Inputs installation data
  - Saves key source documents into Document Section
- **Review / Validate**
  - Privileges must be granted
  - Separate & distinct from User Permissions
  - **"ACT" - Accurate, Complete, & Timely**

DCAMIS Web Site Basics

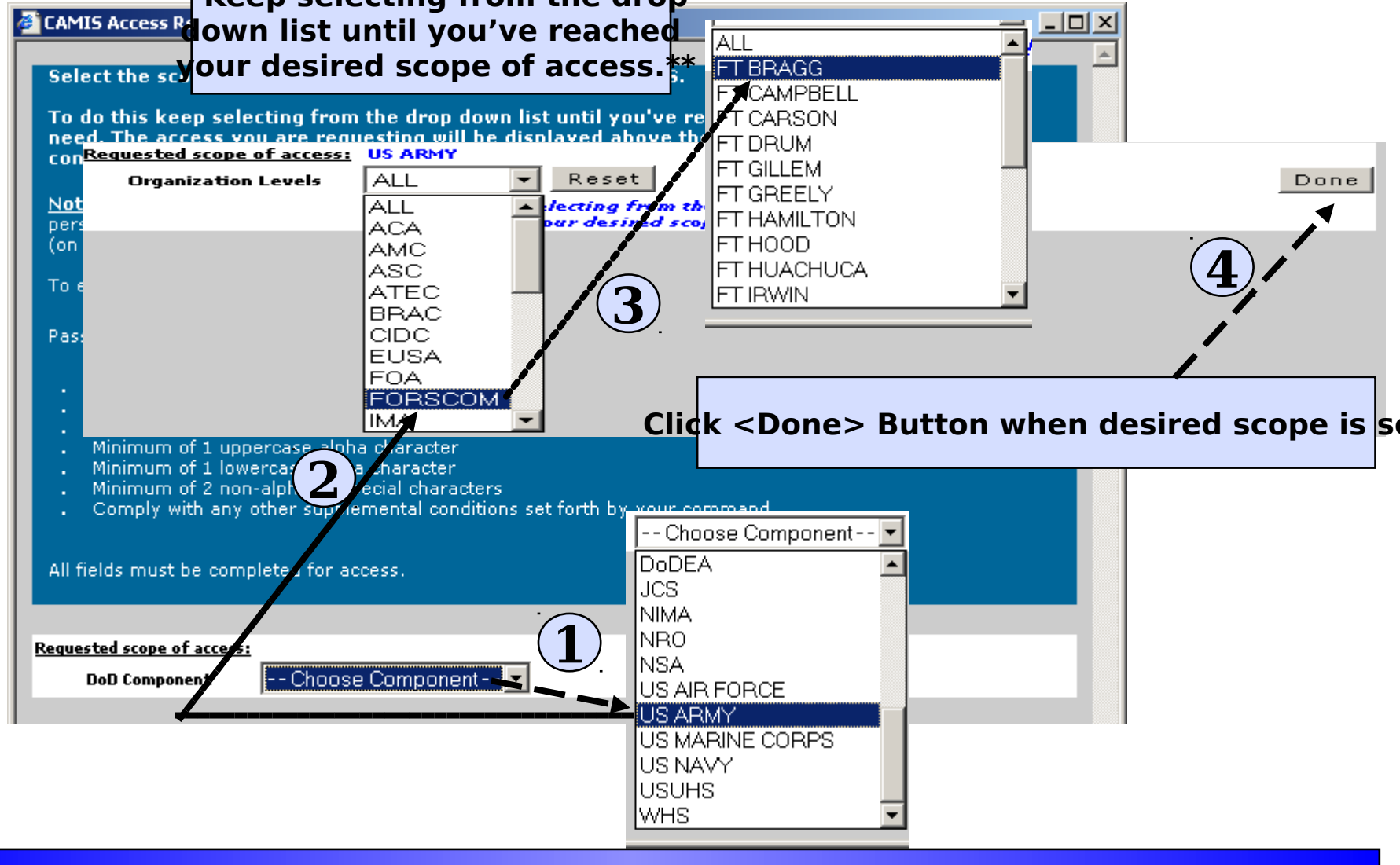
- **https://www.dcamis.army.mil**
- **Site Navigation & Screen Conventions**
  - **Registration / Login Screens**
  - **What's New Screen**
  - **Main Menu Screen**
  - **Information Help**
  - **Dates & Calendar**
  - **Guidance / Tools / Links**
  - **Forgot Password or User ID**

Registration / Login Screen


OSD Competitive Sourcing and Privatization Office
Welcome to the
DCAMIS
Department of Defense Commercial Activities Management Information System
Login ID:
(Case Sensitive)
Forgot Password ??
Password:
(Case Sensitive)
NOTE: Both are Case Sensitive
Login
What's DCAMIS | Request Access | Business Opportunities
Forgot your password; DCAMIS e-mails password to the address on-file immediately.
Click on the <Request Access> Link

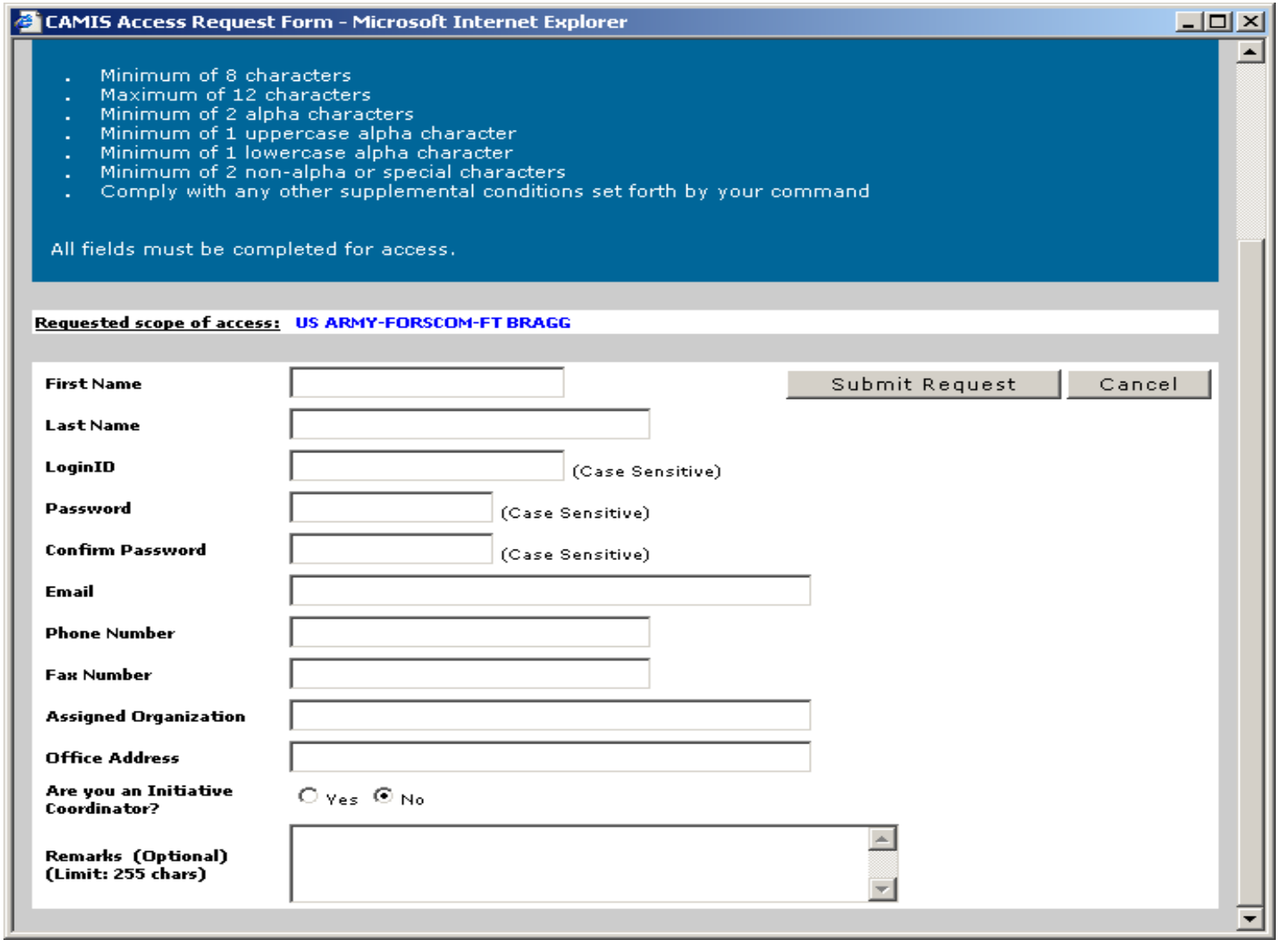
Registration

Keep selecting from the drop down list until you've reached your desired scope of access.



Click <Done> Button when desired scope is set

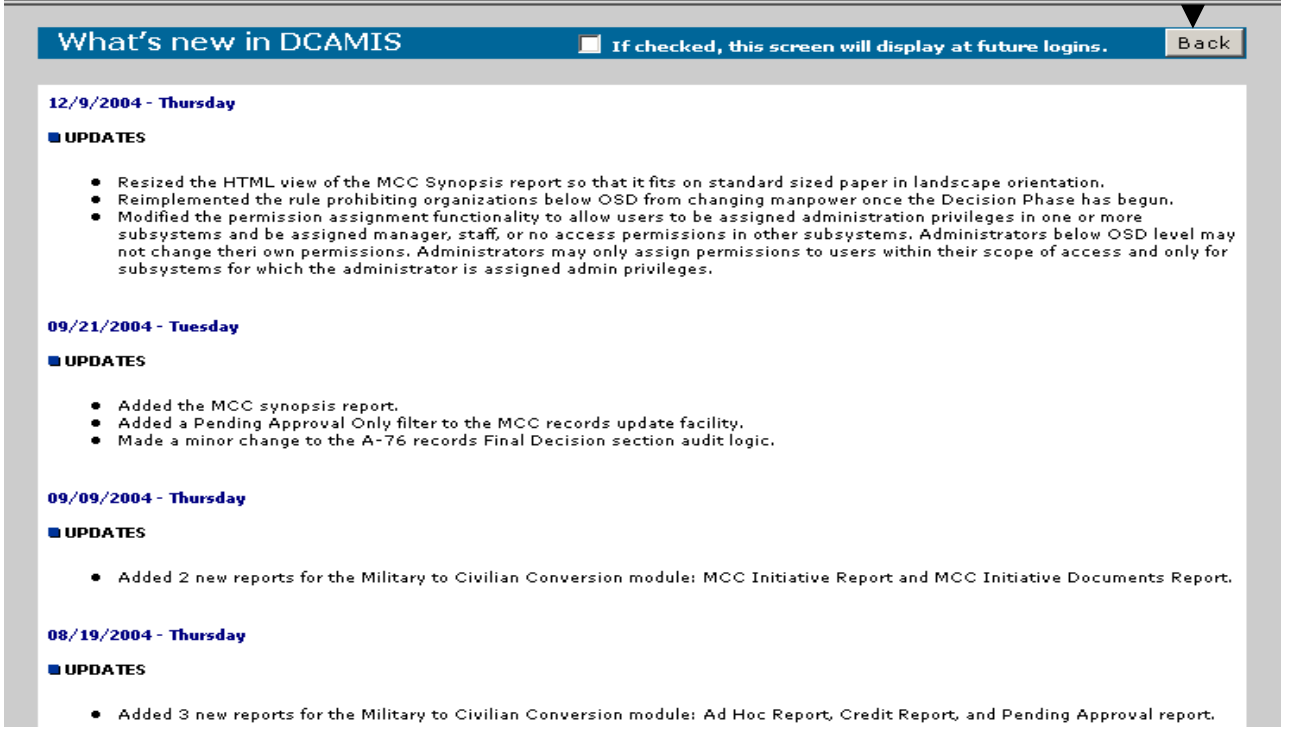
Registration (cont)


CAMIS Access Request Form - Microsoft Internet Explorer
. Minimum of 8 characters
. Maximum of 12 characters
. Minimum of 2 alpha characters
. Minimum of 1 uppercase alpha character
. Minimum of 1 lowercase alpha character
. Minimum of 2 non-alpha or special characters
. Comply with any other supplemental conditions set forth by your command
All fields must be completed for access.
Requested scope of access: US ARMY-FORSCOM-FT BRAGG
First Name
Last Name
LoginID (Case Sensitive)
Password (Case Sensitive)
Confirm Password (Case Sensitive)
Email
Phone Number
Fax Number
Assigned Organization
Office Address
Are you an Initiative Coordinator?
Yes
No
Remarks (Optional) (Limit: 255 chars)
Submit Request
Cancel

What's New Screen

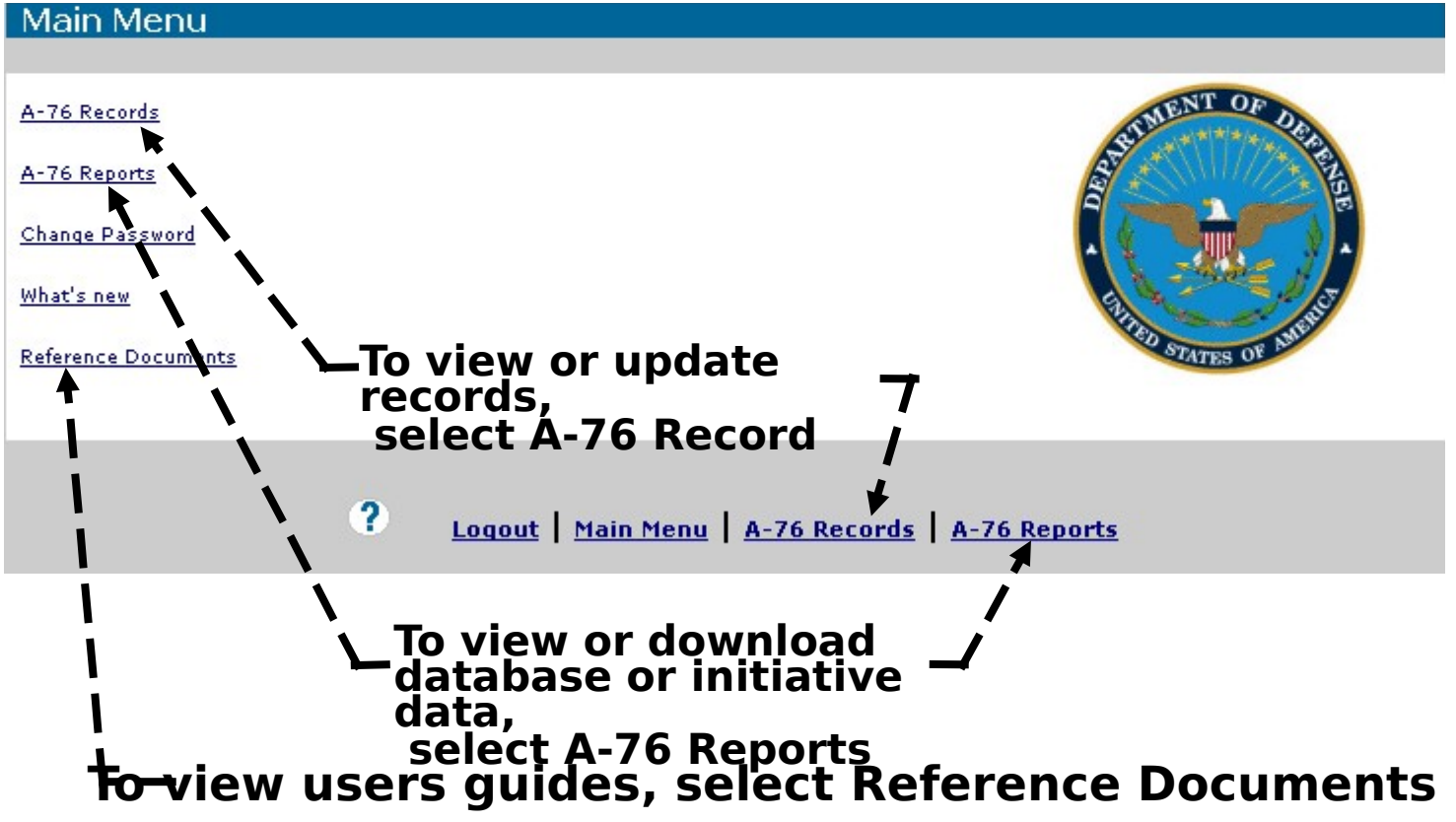
After accepting website rules, the next screen is "What's new in DCAMIS" is second screen to appear to a new user.

Click on BACK button to return to MAIN MENU


What's new in DCAMIS
If checked, this screen will display at future logins.
Back
12/9/2004 - Thursday
UPDATES
Resized the HTML view of the MCC Synopsis report so that it fits on standard sized paper in landscape orientation.
Reimplemented the rule prohibiting organizations below OSD from changing manpower once the Decision Phase has begun.
Modified the permission assignment functionality to allow users to be assigned administration privileges in one or more subsystems and be assigned manager, staff, or no access permissions in other subsystems. Administrators below OSD level may not change theri own permissions. Administrators may only assign permissions to users within their scope of access and only for subsystems for which the administrator is assigned admin privileges.
09/21/2004 - Tuesday
UPDATES
Added the MCC synopsis report.
Added a Pending Approval Only filter to the MCC records update facility.
Made a minor change to the A-76 records Final Decision section audit logic.
09/09/2004 - Thursday
UPDATES
Added 2 new reports for the Military to Civilian Conversion module: MCC Initiative Report and MCC Initiative Documents Report.
08/19/2004 - Thursday
UPDATES
Added 3 new reports for the Military to Civilian Conversion module: Ad Hoc Report, Credit Report, and Pending Approval report.

Main Menu

A successful login normally results in displayed of the Main Menu screen. Options shown are for users with a manager role.

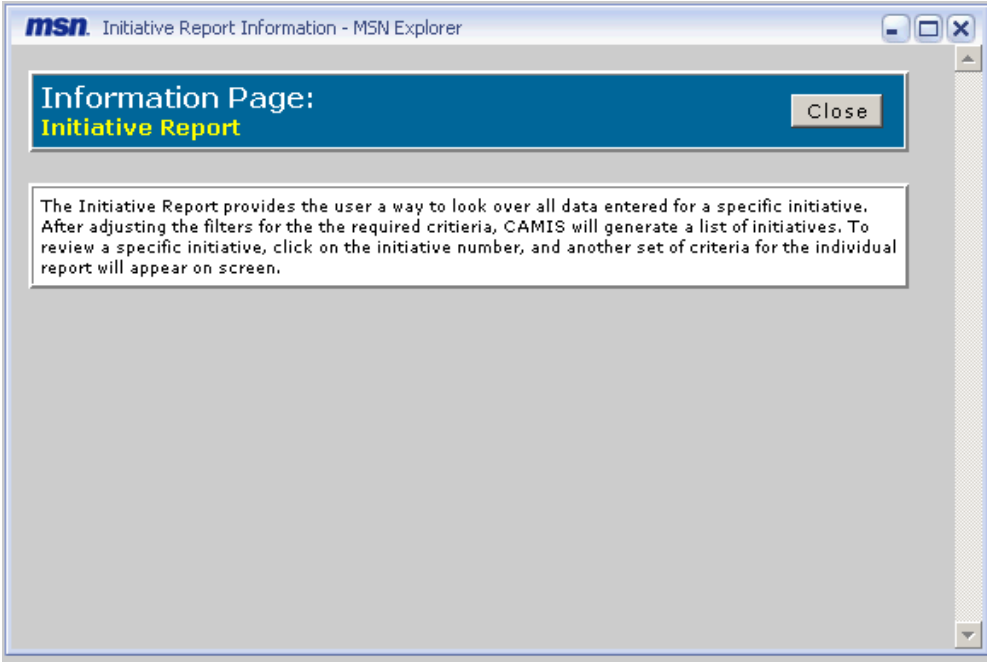

Main Menu
A-76 Records
A-76 Reports
Change Password
What's new
Reference Documents
Logout | Main Menu | A-76 Records | A-76 Reports
To view or update records, select A-76 Record
To view or download database or initiative data, select A-76 Reports
To view users guides, select Reference Documents

Information Help

Question Mark

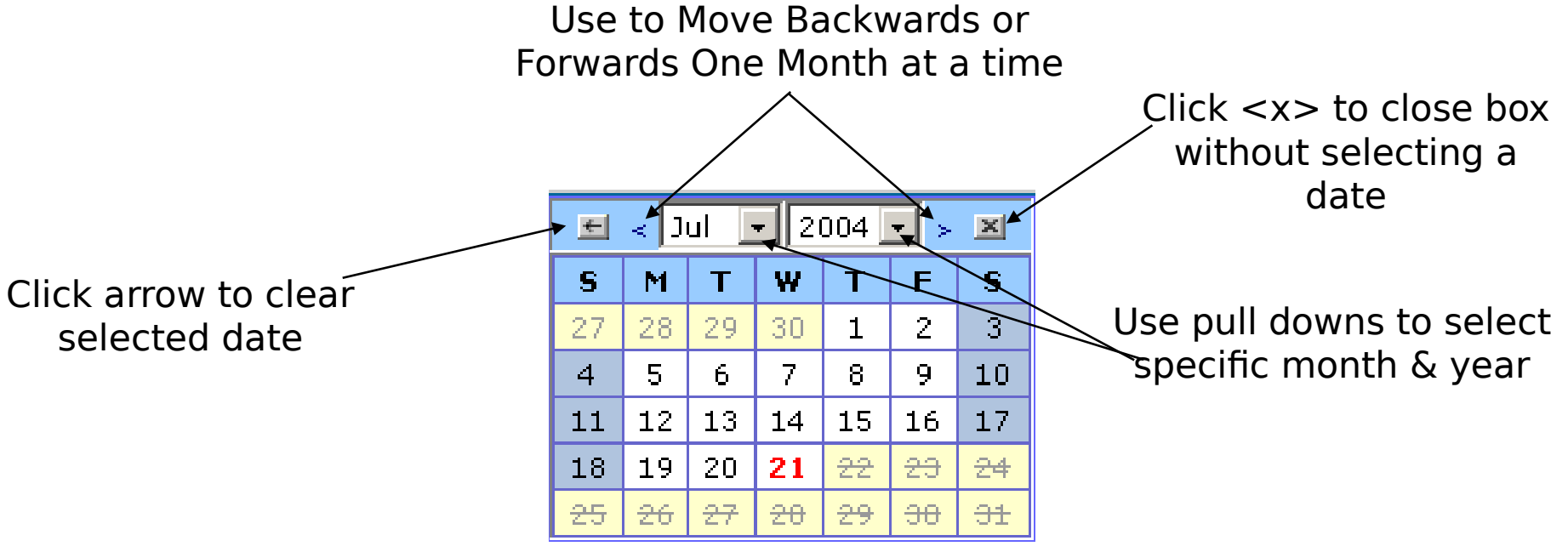
Throughout DCAMIS, you'll see question mark icons. Click on these icons for helps with a specific page or report. A Pop-Up window will open with pertinent information. These are not necessarily How-To icons but rather information addressing questions or changes to that specific area & can change from time to time.

Clicking on the icon opens a pop-up window.


msn Initiative Report Information - MSN Explorer
Information Page:
Initiative Report
Close
The Initiative Report provides the user a way to look over all data entered for a specific initiative. After adjusting the filters for the the required critieria, CAMIS will generate a list of initiatives. To review a specific initiative, click on the initiative number, and another set of criteria for the individual report will appear on screen.

Calendar Function

The Calendar Function is used to insert all date related information into DCAMIS.


Use to Move Backwards or Forwards One Month at a time
Click <x> to close box without selecting a date
Click arrow to clear selected date
Use pull downs to select specific month & year
Jul
2004
S M T W T F S
27 28 29 30 1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

Red denotes the current date.
Can not go beyond a grayed out date with a strikethrough.

Guidance/Tools/Links on DCAMIS

Reference Documents Link provides access to:

Forget Your Password?

OSD Competitive Sourcing and Privatization Office

Welcome to the

DCAMIS

Department of Defense Commercial Activities Management Information System

Password Recovery Return To Login

Please enter your Login ID in the field below and then click on the **Recover** button. An email containing your current password will then be sent to the email address on file for the given Login ID.

Enter Login ID:

Recover

CLICK on the Envelop Icon located to the left of the password box & this screen appears.
Just enter your Logon ID & CLICK on the RECOVER button

Forget Your Password? or ID?

Common Logon difficulties:

- FORGOT Logon ID - contact CS Division or if IMA, then contact your HQ or Region POC.
- FORGOT Password - use the icon.
- Receiving system error messages
  - ✓ Your privileges are "SUSPENDED.
  - ✓ Your "PASSWORD HAS EXPIRED.
- Make a note of error message displayed.
- Avoid the "REQUEST ACCESS" button

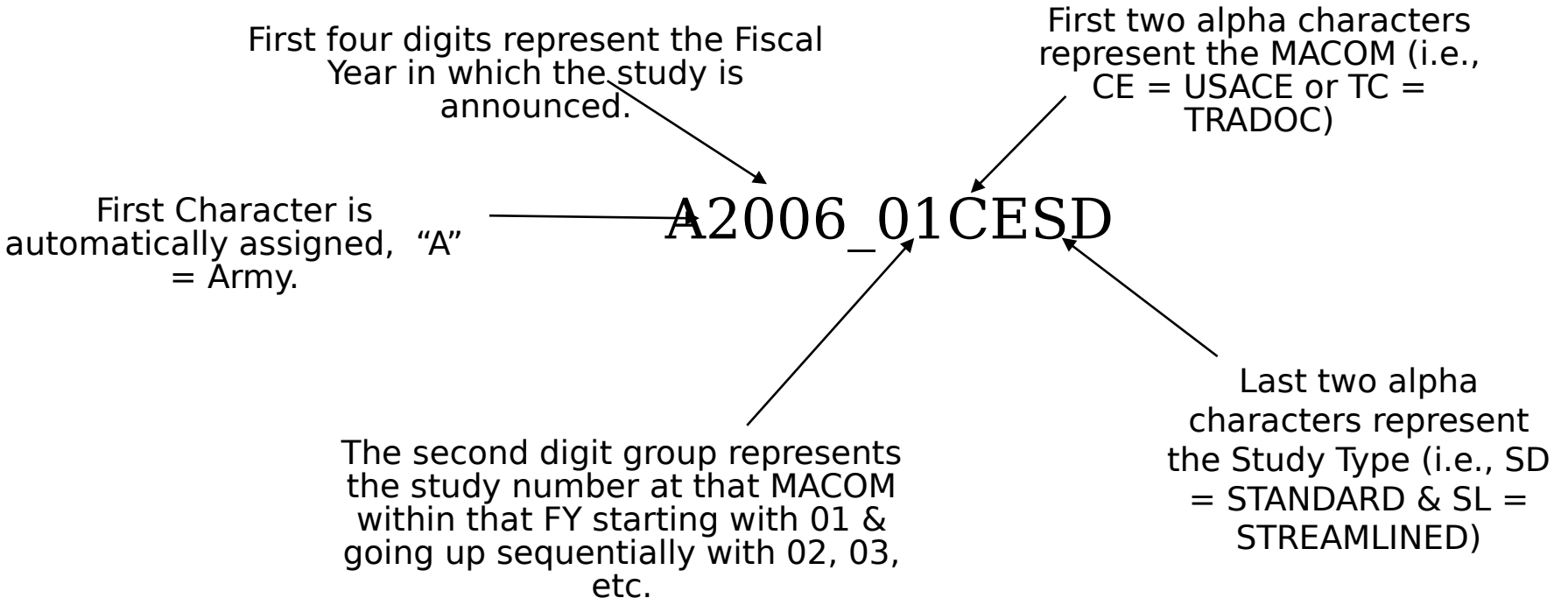
DO YOU REALLY WANT A SECOND PASSWORD TO FORGET??

A-76 Records

- **Army Numbering Scheme**
- **Record Status**
- **Selecting a Record**
- **Legacy Records** (Under Old Circular)
  - Announced since 10/1/94 & FD before 10/1/00
  - Announced between 10/1/94 & 5/19/03; & FD on or after 10/1/00
- **Current Circular Competitions**
  - Under revised OMBC A-76, 29 May 2003
  - Maintain separately from Legacy Initiatives
  - New data elements to report

A-76 Records (cont)

Army Numbering Scheme


First four digits represent the Fiscal Year in which the study is announced.
First two alpha characters represent the MACOM (i.e., CE = USACE or TC = TRADOC)
First Character is automatically assigned, "A" = Army.
A2006_01CESD
The second digit group represents the study number at that MACOM within that FY starting with 01 & going up sequentially with 02, 03, etc.
Last two alpha characters represent the Study Type (i.e., SD = STANDARD & SL = STREAMLINED)

- Current numbering scheme used for all new initiatives. Old initiative numbers already in the system will not be changed.

A-76 Records (cont)
2-Character MACOM Codes

List By: MACOM — Reset

Document Status

Approved for FY: (•) 07 ( ) 06 ( ) 05 ( ) 04 ( ) 03 ( ) 02

Or ( ) Current Approved (As of Today) ( ) History ( ) Staffing

MACOM

( ) **AA** Special Purpose	( ) **CS** Chief of Staff	( ) **MA** Mil. Academy	( ) **SB** Sec. FOAs
( ) **AC** Contracting	( ) **DF** DoD Agencies	( ) **MC** Medical Command	( ) **SC** Space and Missile
( ) **AE** Acquisition	( ) **DJ** Joint SOF	( ) **MD** Surgeon General	( ) **SE** FOAs by OA-22
( ) **AJ** ATAE	( ) **DM** Directed Mil	( ) **MP** Human Resources	( ) **SF** FOA of the OSA
( ) **AR** Reserve	( ) **E1** Europe	( ) **MT** Mil. Surface Depl.	( ) **SJ** OSA Joint
( ) **AS** Intel & Sec.	( ) **FC** U.S. Forces	( ) **MW** Mil. District (Wash.)	( ) **SP** Special Ops
( ) **AT** Test & Eval.	( ) **G6** NETCOM	( ) **NG** National Guard	( ) **SS** AMHA Staff
( ) **AU** Audit Agency	( ) **GB** Nat. Guard Bureau	( ) **P1** Pacific	( ) **TC** TRADOC
( ) **BA** Installation Mgmt.	( ) **HR** HQ Active Army Spt.	( ) **P8** Eighth Army	( ) **TT** (Training)
( ) **CB** Criminal Invest.	( ) **J1** Supreme HQ (NATO)	( ) **RA** OA-23	( ) **X1** AMC
( ) **CE** Corp of Engineers	( ) **JA** Joint Activities	( ) **SA** Sec. of the Army	
( ) **CP** Civ. Personnel			

A-76 Records
(cont) Record Status

- ***In-Progress*:** Study has been announced but not reached Tentative Decision
- ***Complete*:** Study has reached a Tentative Decision but not Final Decision
- ***Concluded*:** Study has reached Final Decision & the MEO/Contract is/or has been implemented
- **Closed:** All performance periods have been executed & completed.

ACTIVE Records = In-Progress, Complete, & Concluded

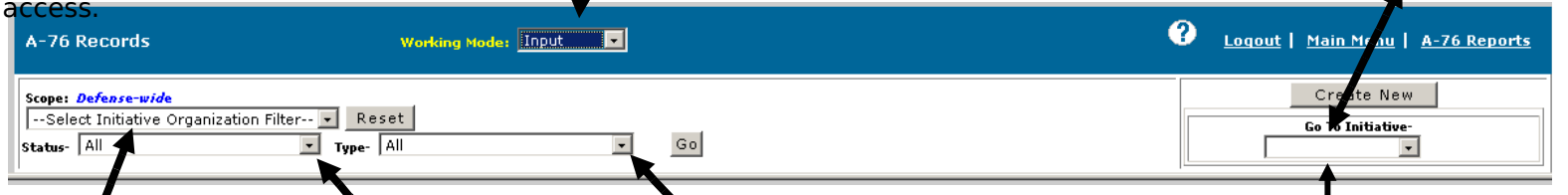
A-76 Records (cont)
Selecting a Record

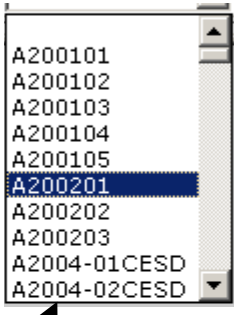
Method 1: Select Records Using Filters

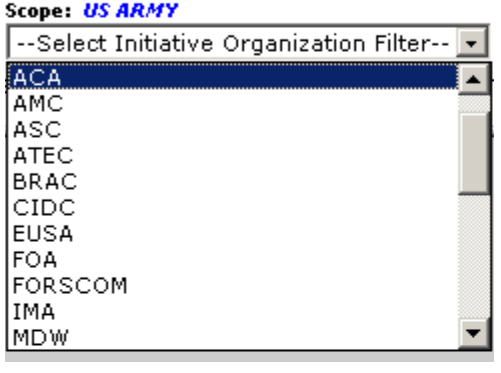
Select scope until reaching desired organizational level. It is limited by a users scope of access.

Select Working Mode

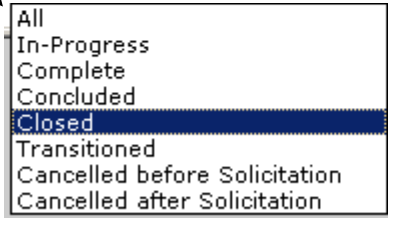
To enter the Data Entry Mode, click on Input from the Working Mode Pick-list







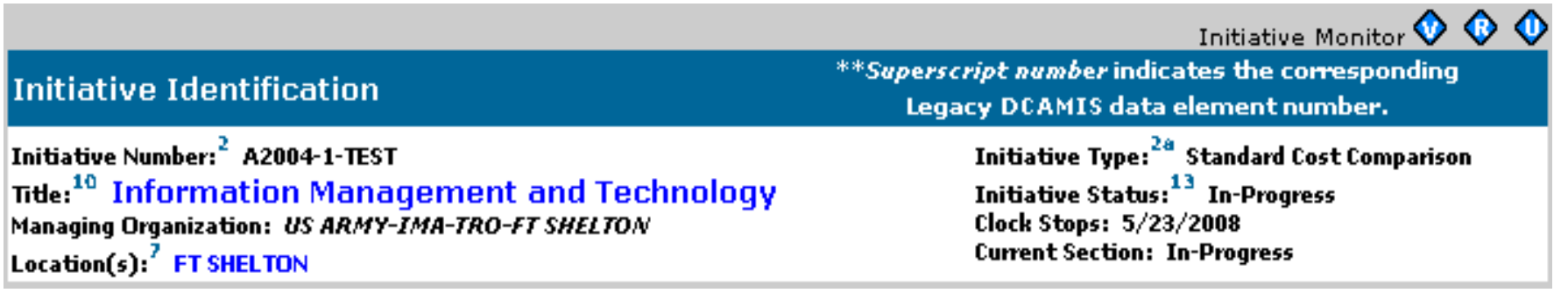
Select initiative status or type from the pick lists. Select <GO> to display list of all initiatives that meet the criteria.



Method 2: Select Specific Initiative Records Using a Pull Down Menu

Scroll through list & highlight the desired initiative, then press <GO>.

A-76 Records
Initiative Identification Box (cont)

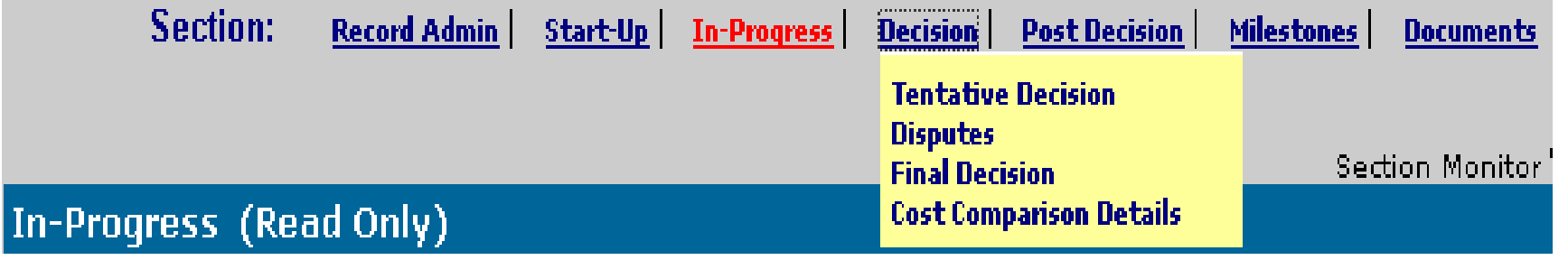

Initiative Monitor V R U
Initiative Identification
**Superscript number indicates the corresponding Legacy DCAMIS data element number.
Initiative Number:[2] A2004-1-TEST
Title:[10] Information Management and Technology
Managing Organization: US ARMY-IMA-TRO-FT SHELTON
Location(s):[7] FT SHELTON
Initiative Type:[2a] Standard Cost Comparison
Initiative Status:[13] In-Progress
Clock Stops: 5/23/2008
Current Section: In-Progress

The Initiative Identification box provides the following information for the selected record:

- Initiative ID
- Title
- Managing Organization
- Location
- Initiative Type
- Initiative Status
- Clock Stops (deadline for initiative to reach tentative decision)
- Current Section (section that is currently active)

Legacy A-76 Records

Decision Phase



The Decision Phase consists of four sections:

- Tentative Decision
- Disputes
- Final Decision
- Cost Comparison Details

Legacy A-76 Records (cont)
Cost Comparison Details

DCAMIS validates the entire section, including baseline manpower & executes an update only when all the parts are complete.

Decision - Cost Comparison Details

Records that are Missing Baseline Manpower Data = 1 [Baseline Manpower]

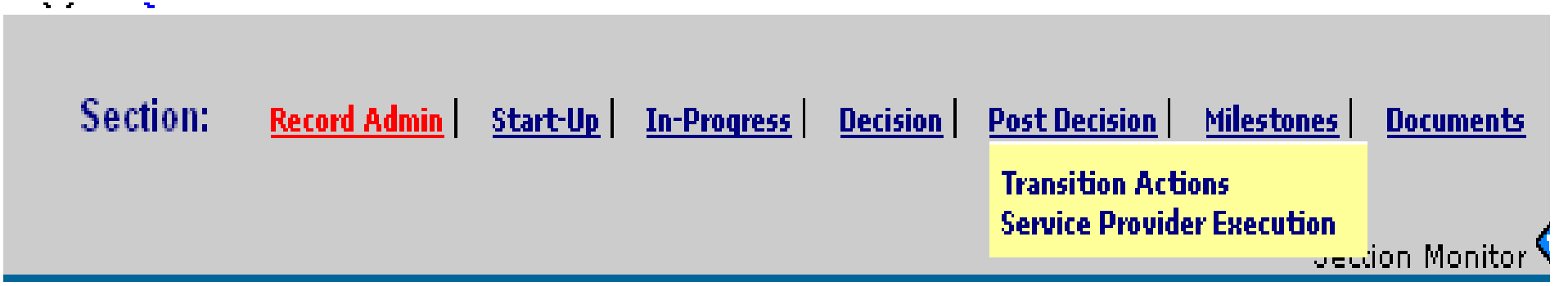
Phase in Period 12 (months)
First Period Start Date[38] Jul-06-2004
First Period End Date[34] Jul-07-2004
Last Period End Date[35] Jul-09-2004 [Edit Dates]

Cost Comparisons Periods Without Required Data = 1 [Save Cost Comparison Details]

	In-House Performance		Contract or ISSA Performance	
Period	MEO BID(FTE)[63A,...]	Total In-house Cost[36]	Contract/ISSA Price[63B,...]	Total Contract/ISSA Cost[37]
1		$,000	$,000	$,000
Total	0	$0,000	$0,000	$0,000

Minimum Conversion Differential[62] $,000
Baseline Cost[60] $,000
Estimated Savings[61] $,000
Section Comments
255 characters left

Legacy A-76 Records (cont)
Post Decision Phase

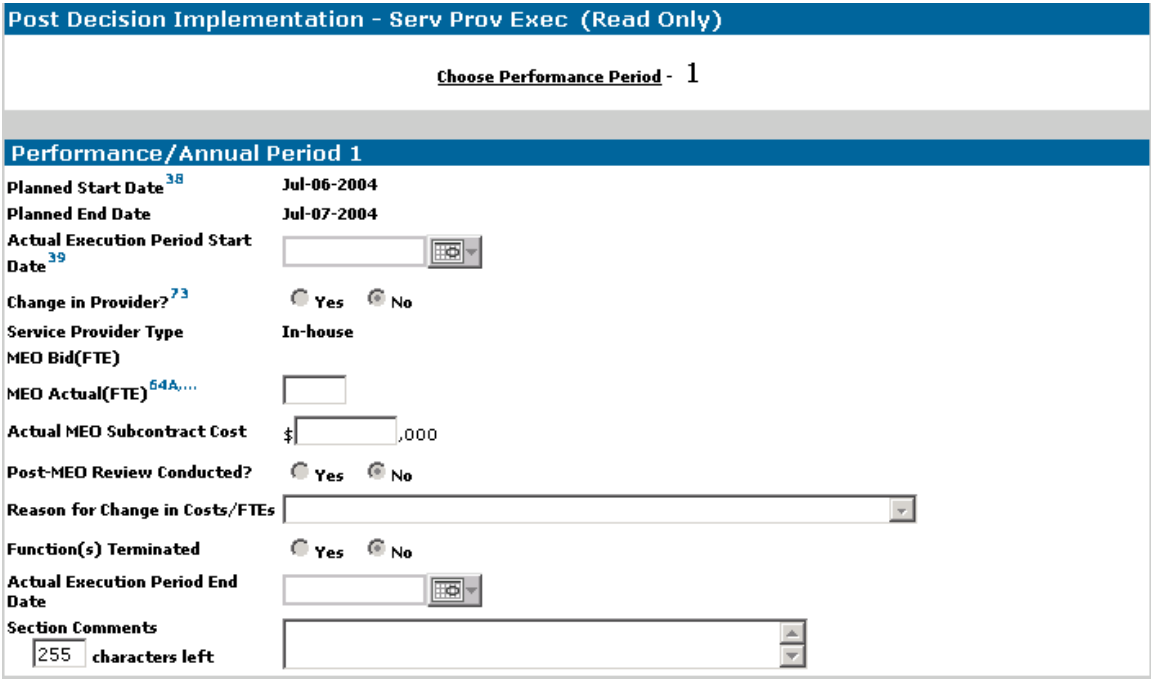


- The Post Decision Phase consists of two sections:
  - Transition Actions
  - Service Provider Execution

Legacy A-76 Records (cont)

Service Provider Execution Data

The Service Provider Execution Section tracks performance of the service provider over the number of periods established by the three dates entered in the Cost Comparison Details Section.



The trigger data element for a performance period is the Actual Costs or FTEs, which, when successfully updated, renders the current period read-only & opens the next period for data entry.

Current Competition A-76 Records

- **Record Administration:** Records the competitions administrative information
  - Initiative Coordinator
  - Competition officials
  - Costs of conducting the competition
  - Competition status for each competition

- **Phase 1 – Preliminary Planning:**
  - Data required to create & begin a competition
  - Contains a section on preliminary planning baseline
  - Last action in this phase is the public announcement

Current Competition A-76 Records (cont)

- **Phase 2 – In-Progress:**
  - Begins with public announcement
  - Data related to conducting the competition
  - Includes manpower adjustments & competition actions
  - Ends with the submission & acceptance of either the tender or offer (s)

- **Phase 3 – Decision:**
  - Document actions beginning with the source selection's evaluation of the offers & tender
  - Initial performance decision (Tentative) announcement
  - Adjusted baseline costs
  - Competition dispute information
  - The performance decision (Final) announcement
  - Cost details from Standard Competition Form (SCF) or Streamlined Competition Form (SLCF)

Current Competition A-76 Records (cont)

- **Phase 4 – Post Decision:**
  - Data that tracks the actual execution of a performance decision
  - Transition actions
  - Service provider phase-in & post competition execution information
  - Post-competition accountability information

- **Competition Milestones:**
  - Maintain Current Planned dates in this section
  - Displays Original Planned & Actual dates from the dates entered in other phases

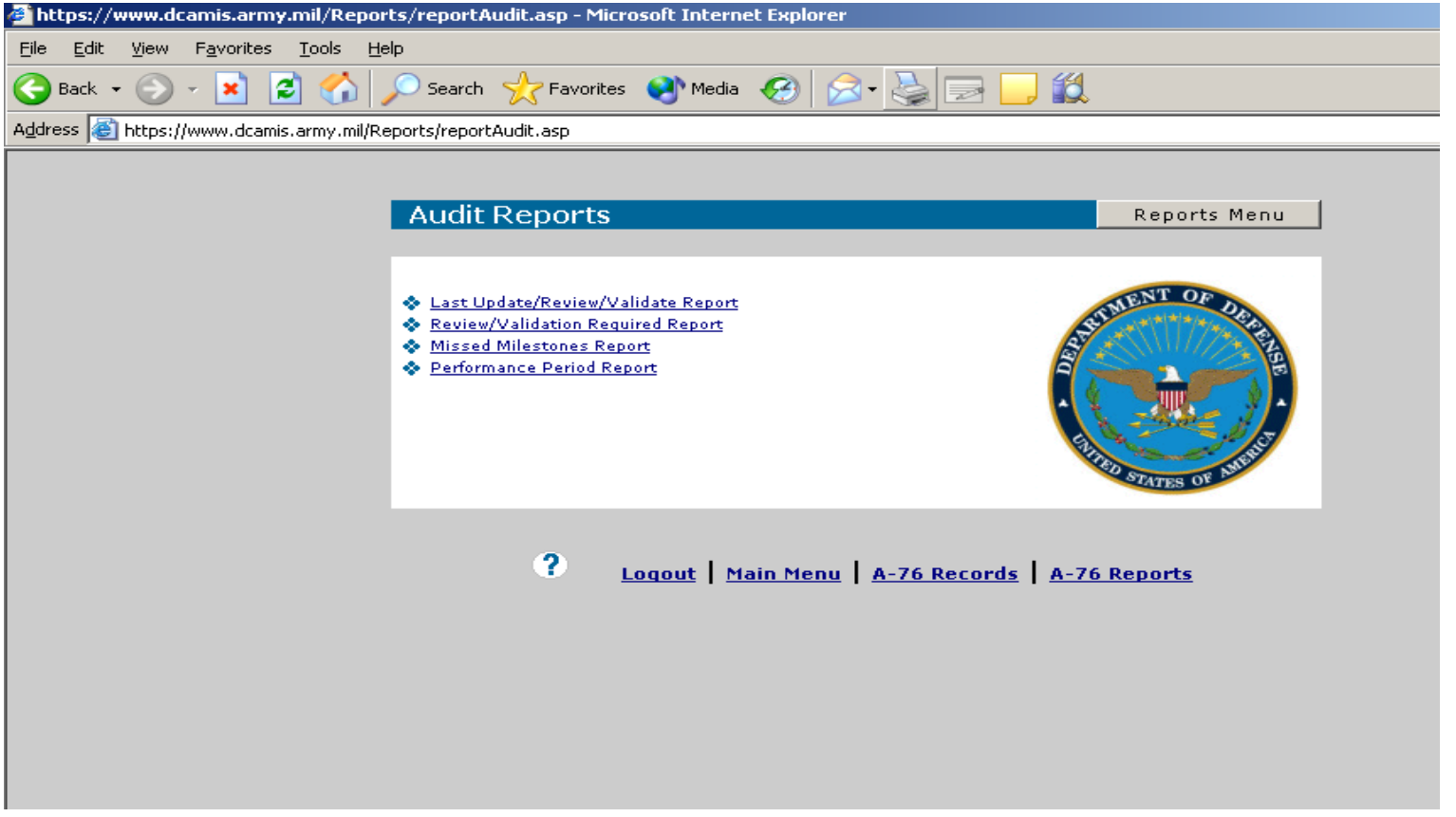
A-76 Report Menu

A-76 Report Selection Screen

DCAMIS has standardized reports that allow users to access information within their scope of access without having to look at individual records.

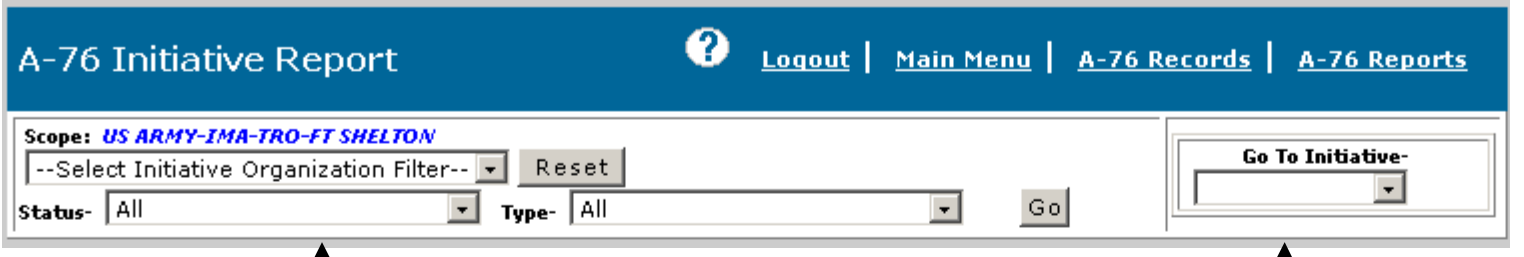
A-76 Report Menu (cont)

A-76 Audit Report Selection Screen



A-76 Report (cont)

The A-76 Initiative Report has the same selection methodology as used to select individual records.

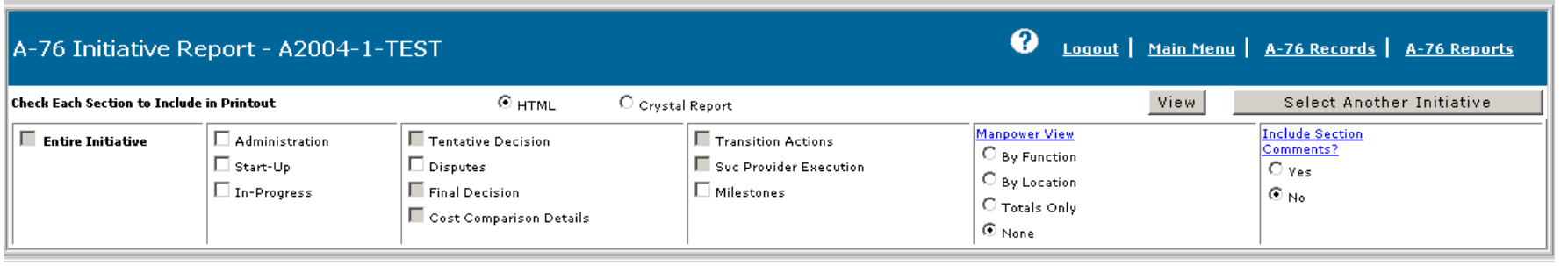


Use filters to pull up a list of initiatives that meet a select criteria.

-OR-

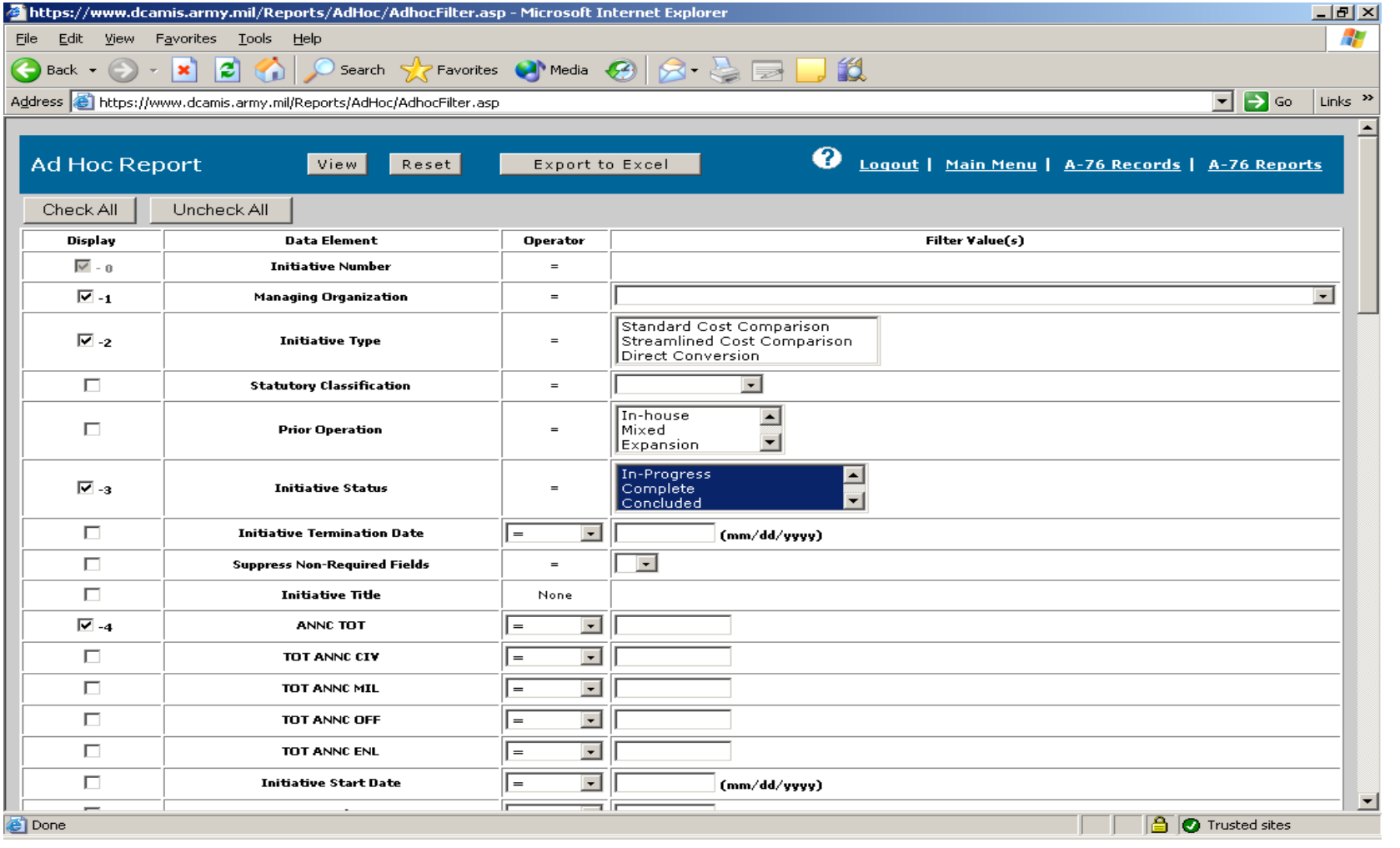
Select a specific initiative using its ID Number

A-76 Report (cont)
A-76 Initiative Report

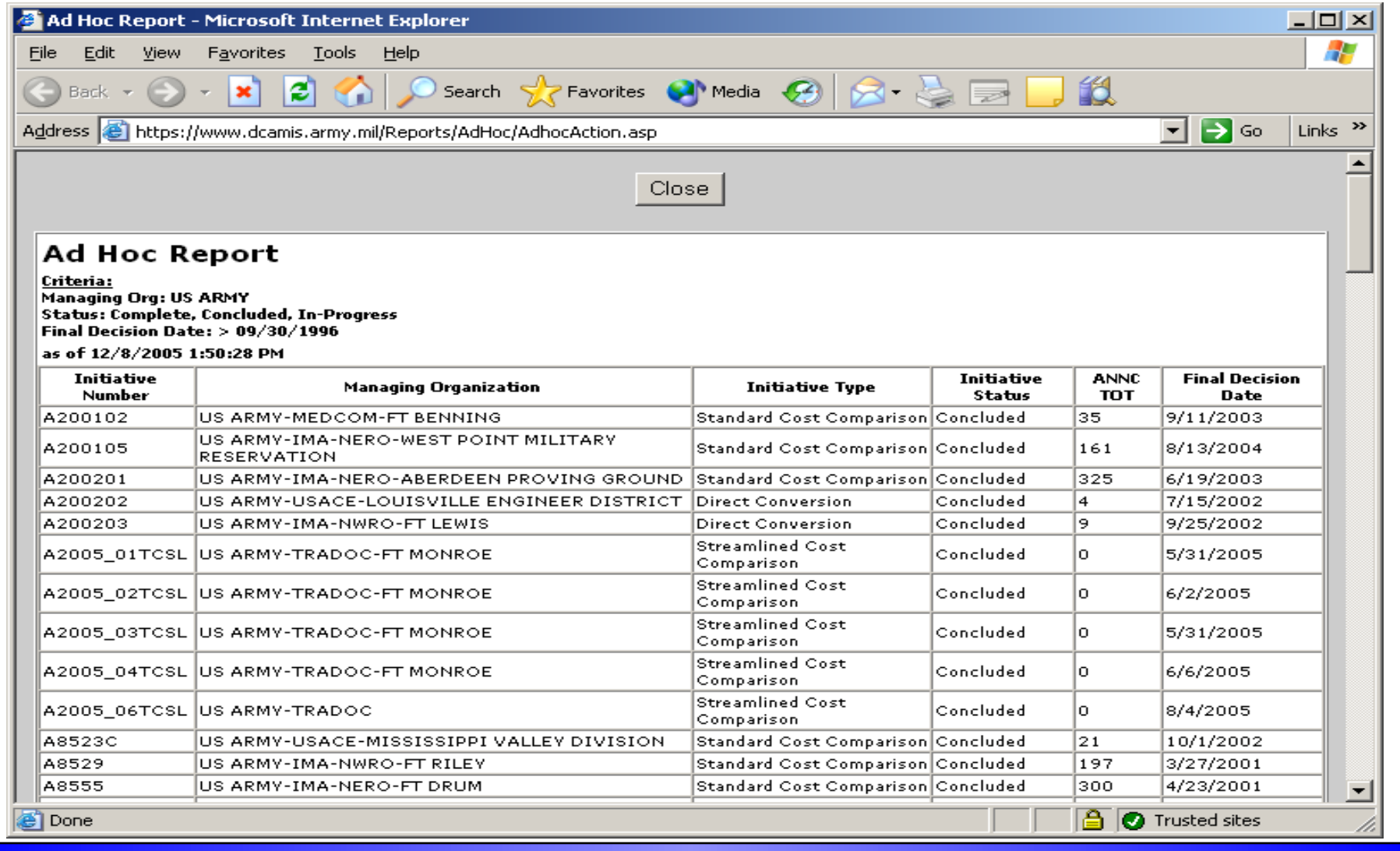


- After selecting an initiative, you can select the:
  - ❑ specific section you'd like to view by selecting the box next to the section name. A gray box denotes that the section is not yet active.
  - ❑ If an initiative has reached a "Concluded" status, users can select Entire Initiative to view data in all sections.
- Select the report format to view, either HTML or Crystal Reports, then press <View>. The HTML format runs the query faster & is less voluminous.

A-76 Report (cont)
A-76 Ad Hoc Report Selection Screen



A-76 Ad Hoc Report Sample



Ad Hoc Report

Criteria:
Managing Org: US ARMY
Status: Complete, Concluded, In-Progress
Final Decision Date: > 09/30/1996
as of 12/8/2005 1:50:28 PM

Initiative Number	Managing Organization	Initiative Type	Initiative Status	ANNC TOT	Final Decision Date
A200102	US ARMY-MEDCOM-FT BENNING	Standard Cost Comparison	Concluded	35	9/11/2003
A200105	US ARMY-IMA-NERO-WEST POINT MILITARY RESERVATION	Standard Cost Comparison	Concluded	161	8/13/2004
A200201	US ARMY-IMA-NERO-ABERDEEN PROVING GROUND	Standard Cost Comparison	Concluded	325	6/19/2003
A200202	US ARMY-USACE-LOUISVILLE ENGINEER DISTRICT	Direct Conversion	Concluded	4	7/15/2002
A200203	US ARMY-IMA-NWRO-FT LEWIS	Direct Conversion	Concluded	9	9/25/2002
A2005_01TCSL	US ARMY-TRADOC-FT MONROE	Streamlined Cost Comparison	Concluded	0	5/31/2005
A2005_02TCSL	US ARMY-TRADOC-FT MONROE	Streamlined Cost Comparison	Concluded	0	6/2/2005
A2005_03TCSL	US ARMY-TRADOC-FT MONROE	Streamlined Cost Comparison	Concluded	0	5/31/2005
A2005_04TCSL	US ARMY-TRADOC-FT MONROE	Streamlined Cost Comparison	Concluded	0	6/6/2005
A2005_06TCSL	US ARMY-TRADOC	Streamlined Cost Comparison	Concluded	0	8/4/2005
A8523C	US ARMY-USACE-MISSISSIPPI VALLEY DIVISION	Standard Cost Comparison	Concluded	21	10/1/2002
A8529	US ARMY-IMA-NWRO-FT RILEY	Standard Cost Comparison	Concluded	197	3/27/2001
A8555	US ARMY-IMA-NERO-FT DRUM	Standard Cost Comparison	Concluded	300	4/23/2001

A-76 Audit Report Selection Screen

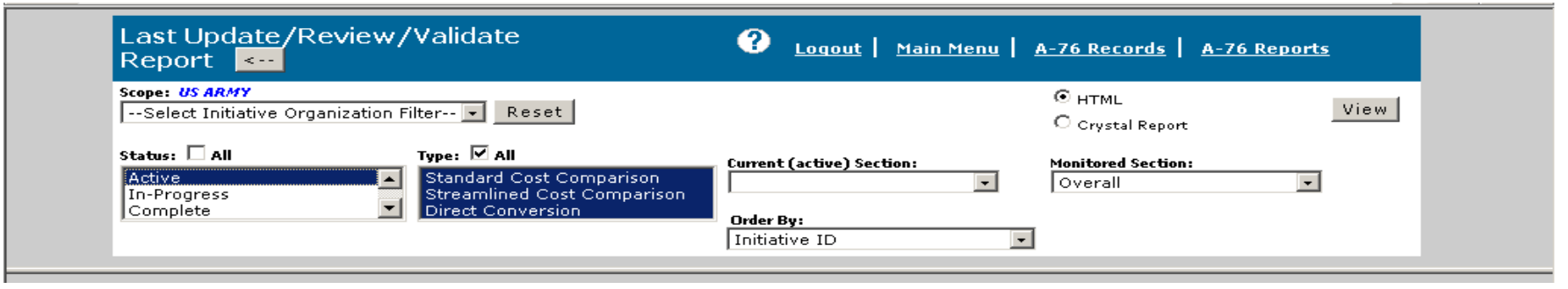
- **Last Update/Review/Validate Report**
  - Lists the dates of the latest update, validation, & review
  - One record per initiative reported

- **Review/Validation Required Report**
  - Lists each non-compliant section requiring validation, review, or both
  - Multiple rows per initiative
  - Require Validation & then Review
  - A subsequent update invalidates previous validation & review

- **Missed Milestones Report** - Snapshot of missed milestones

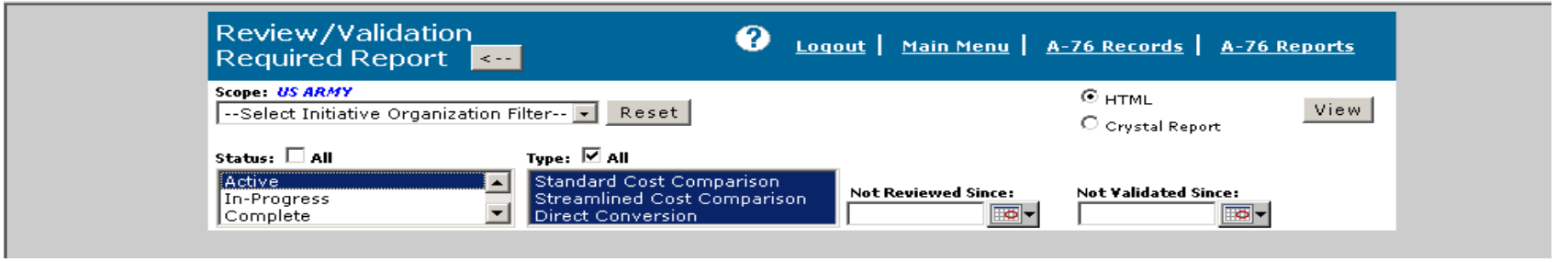
- **Performance Period Report**
  - Provides a snapshot of initiatives missing performance period information
  - Can reflect multiple periods requiring data input

Last Update/Review/Validate Report Selection Screen



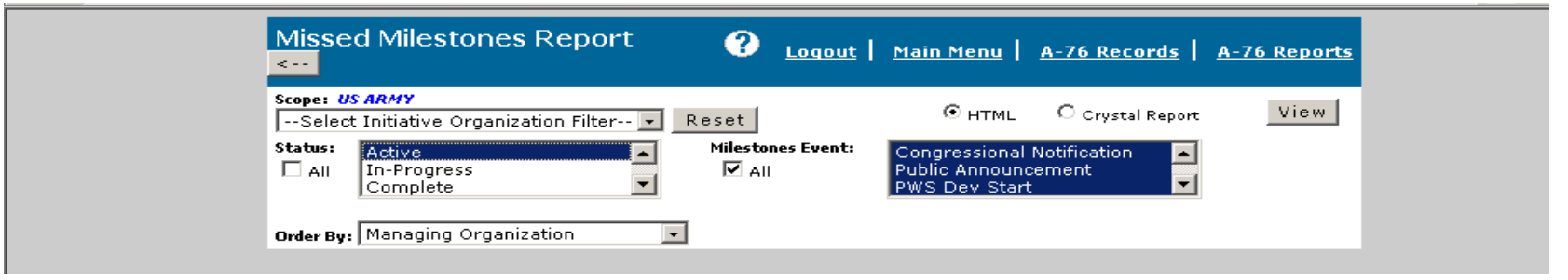
- Select Organization Scope, Status (typically ACTIVE selected), & Type (typically the ALL default selected) by clicking the:
  - Desired specific selection
  - Or select the ALL entries box next to the section name
  - Multiple row selection - Hold the CTRL key while selecting desired option
- Select three optional restrictions: Current (Active) Section, Monitored Section, & sort order from Order By dropdown
- Select report format, either HTML or Crystal Reports, then press <View>.
- HTML format is a less voluminous report.

Review/Validation Required Report Selection Screen



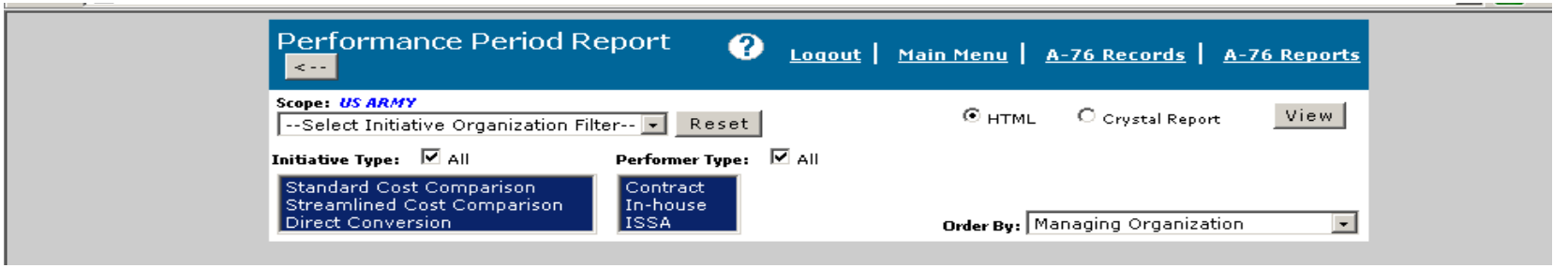
- Select Organization Scope, Status (typically ACTIVE selected), & Type (typically the ALL default selected) by clicking the:
  - ❑ Desired specific selection
  - ❑ Or select the ALL entries box next to the section name
  - ❑ Multiple row selection - Hold the CTRL key while selecting desired items
- Select two optional date restrictions: Not Reviewed or Validated Since Date
- Select the report format, either HTML or Crystal Reports, then press <View>.
- HTML format is a less voluminous report.

Missed Milestones Report Selection Screen



- Select Organization Scope, Status (typically ACTIVE selected), & Milestone Event (typically leave the ALL Box default selected) by clicking the:
  - ❑ Desired specific selection
  - ❑ Or select ALL entries box next to the section name
  - ❑ Multiple row selection - Hold the CTRL key while selecting desired items
- Select the report sort order from the Order By option
- Select the report format, either HTML or Crystal Reports, then press <View>.
- HTML format is a less voluminous report.

Performance Period Report Selection Screen



- Select Organization Scope
- Select the specific competition Initiative Type & the Performance Type (typically the ALL box default is selected for both) by clicking the:
  - ❑ Desired specific selection
  - ❑ Or select ALL entries by selecting the box next to the section name
  - ❑ Multiple row selection - Hold the CTRL key while selecting desired items
- Select the report format, either HTML or Crystal Reports, then press <View>.
- The HTML format is a less voluminous report.

DoD Commercial Activities Management Information System (DCAMIS) - 1

- **Need assistance, contact Competitive Sourcing Division**
- **DCAMIS POC:**

  Dave Dengler/CALIBRE

  (703) 601-0387 / DSN 329
- **Questions???**